



JOB DESCRIPTION

Title: South Asia Programmes Assistant (Part Time 2.5 days a week)

Reports to: Managing Director, Minority Rights Group Europe

Salary: 198 325 Hungarian Forints/ month (approx. 615 Euro)

Deadline: 5pm, 6.12.2018

Location: Budapest - Hungary, but may include travel to countries, where MRGE is currently implementing programmes. Approx 1-2 week travel per year

The post will be part time 2.5 days (20 hours) a week, including the possibility for extension depending on future programmes and fundraising possibilities.

Please send your completed application form to Anna Szentes, anna.szentes@mrgmail.org

Please not, we do not accept CVs. A full application form must be completed.

A: Purpose of the job

The purpose of this post is to help Minority Rights Group Europe(MRGE) achieve its aims and objectives through providing administrative support, including the maintenance and recording of financial records. The post holder will contribute both to the smooth and efficient running of its new program '**Supporting Religious Pluralism and Respect for FoRB across South Asia**'. This program is supported by the European Union and aims to build the capacity of Human Rights Defenders in South Asia, working to secure freedoms of religious minorities in Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

Main responsibilities will include but will not be limited to:

Supporting programme and finance staff through: maintaining, preparing documentation for payments and transfers; checking documentation and receipts for finance reports by project partners; supporting project administration, with the preparation of travel and accommodation arrangements for participants, colleagues, and partners; organising logistics for events and meetings, including those taking place internationally in the South Asia region; , researching and collating press and media clippings, related to the projects and updating and supporting maintenance of project Monitoring and Evaluation documents.

B: Main duties and responsibilities

1. Finance and Administrative responsibilities

- Support Finance with documentations related to payments (e.g. partner contracts)
- Support Finance with the review of partners' financial reports and supporting documents (collect, sort, check)
- Support the Project Coordinator by arranging travel and accommodation, for missions and events in the South Asia region and also within Europe.
- Administrative support for project events , including trainings, roundtables, campaigns, report launches in South Asia and elsewhere
- Regularly liaising with partner organizations and attending program related meetings
- Posting of related media stories, maintaining lists or media stories and articles, to record project impacts
- Developing project contact lists for reports and mailing of reports
- Support the Project Coordinator in the preparation of Project Monitoring and Evaluation tools

2. General

Undertakes such other tasks as may reasonably be requested by the Managing Director and South Asia Programmes from time to time. Attend staff and departmental meetings. Contributes to the evaluation of MRG activities and publications. Covers for absent staff on related work as necessary.

3. Confidential information

Responsible for maintaining confidentiality as the job holder will be entitled to a very high level of access to confidential information pertaining to MRG's strategies, detailed financial information, and also access to sensitive external information which may impact on MRG's activities.

4. Degree of supervision

The job holder will be expected to report to the Head of Europe and Central Asia Programmes any variation from agreed plans and schedules, and to report regularly on the programme and projects' progress.

5. Working conditions

The job holder will be based in the MRG Europe Office in Budapest, Hungary. The job will involve some travel, essential to the implementation of the programme's activities; this will be approximately 1-2 weeks per year , where the management team deems it safe to do so. The job holder is required to maintain the pace of work which may at times be high, and will need to manage several tasks simultaneously.

Although the primary purpose of this post is to support the programs highlighted in the job description, the post holder may be required to work partly or wholly on other areas of MRG's work. This is to allow MRG to move staff away from work which is unfunded or underfunded or is no longer a priority for the organisation, to work on areas which have more funding, are growing or which are understaffed. This will normally involve the post holder in carrying out tasks similar or identical to those listed in this job description but applied to different programmes or projects.

PERSON SPECIFICATION: South Asia Programmes Assistant

Essential Experience and qualities

- 1) Fluent spoken and written English, and working knowledge of any relevant language spoken in South Asia, in particular Urdu, Hindi, Nepali, and/or Bangla'
- 2) At least one years experience and familiarity with admin work in an office environment
- 3) Excellent communication and organisational skills, including experience with prioritising tasks
- 4) Advanced Microsoft Excel experience/spreadsheet maintenance
- 5) Experience with Microsoft Office programs
- 6) Experience organising events, ideally in the South Asia region or internationally more broadly
- 7) Enthusiasm and aptitude for work in a multicultural environment
- 8) Ability to prioritize work and meet deadlines.
- 9) Ability to work in a team but also use own initiative.

Desirable

- **Experience in working in the South Asia region or with partners from South Asia. Particularly in the context of human rights programs**
- **At least one years experience, working in a human rights field, in particular with minority rights issues.**
- A working knowledge of any regional language relevant to programme countries

You should have or be able to obtain permission to live and work in Hungary.